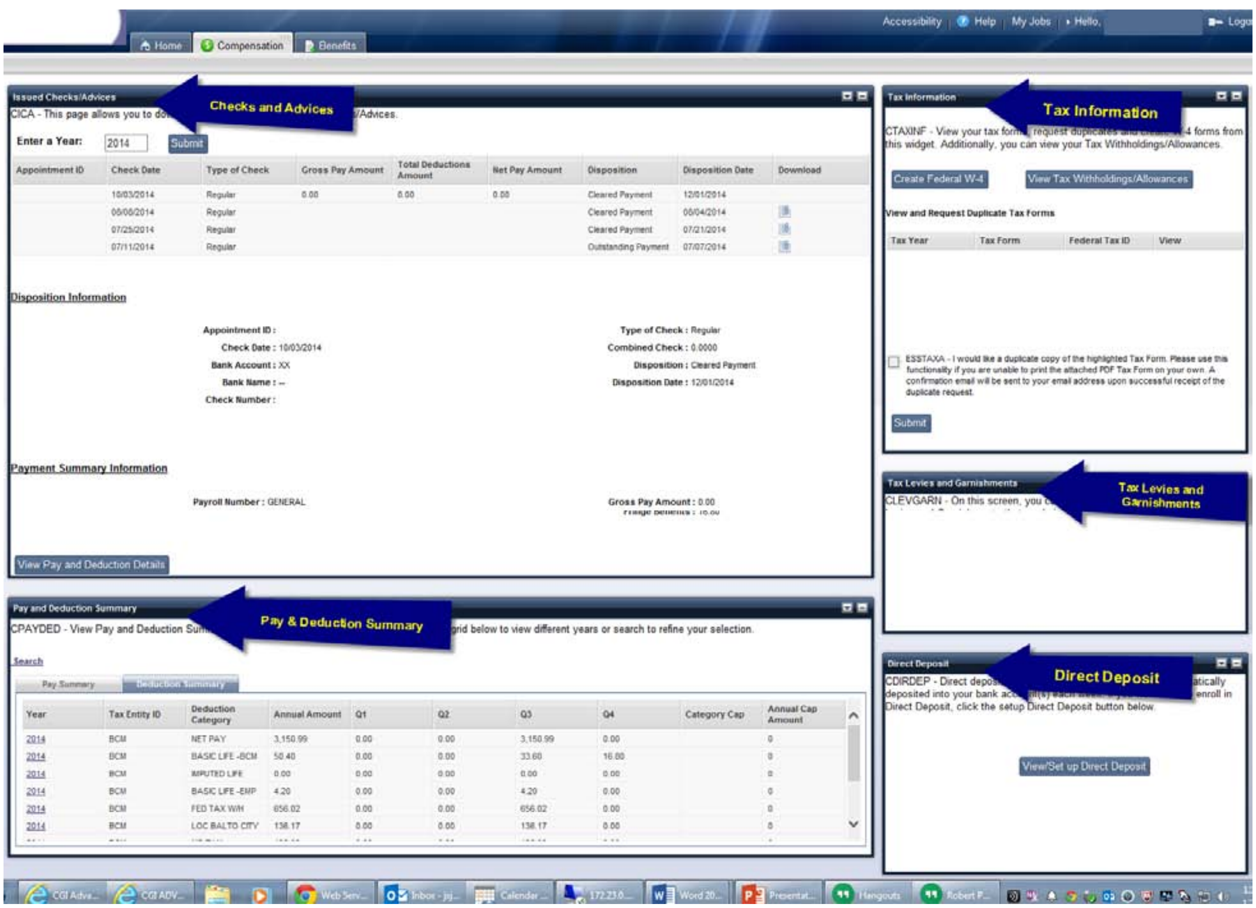
THE COMPENSATION TAB

From the **Home** screen, click on the **Compensation** tab.

There are five widgets on the compensation tab, each allowing you to view the different areas of your pay.

- Issued Checks/Advices - This page allows you to download paystubs and view Issued Checks/Advices
- Pay and Deduction Summary - View Pay and Deduction Summary information on this widget.
- Tax Information - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.
- Tax Levies and Garnishments - On this screen, you can view information pertaining to Tax Levies and Garnishments that are being deducted from your paycheck
- Direct Deposit - Direct deposit allows you to have your paycheck automatically deposited into your bank account(s) each week.



Please Note: Personal details were removed from the following screenshots. When you use the program, you will see the monetary figures that are appropriate to your pay check.

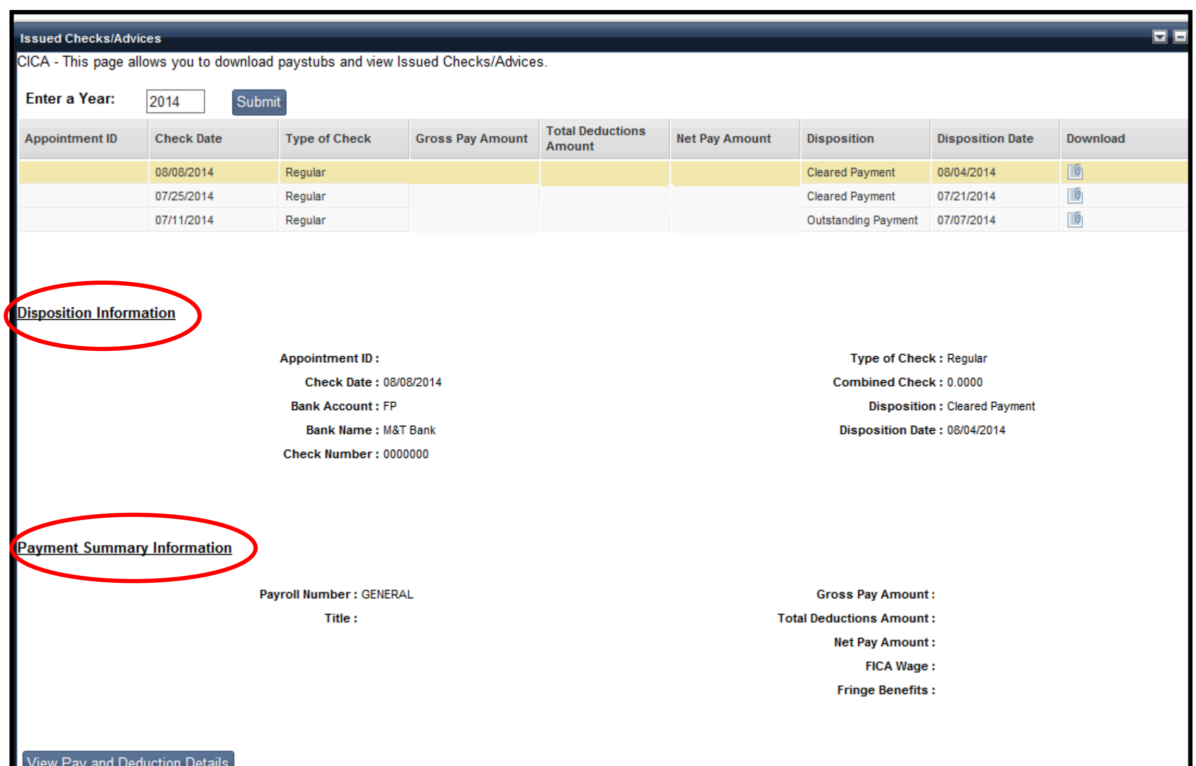
Issued Checks and Advices

Quick Steps

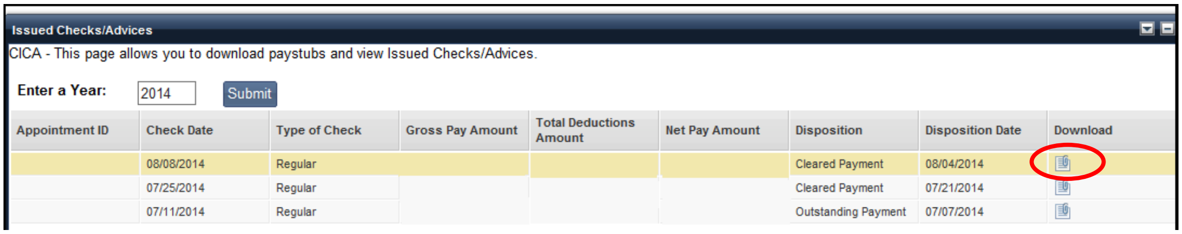
1. Click on Compensation Tab
2. Click the View Icon in the Download column on the line of the Check/Advice you want to download
3. Click Open in the File Download box
4. The Check/Advice displays
5. Remember to close the PDF view window

Step by Step

1. From the Home Screen Click on the Compensation Tab
2. The **Issued Checks/Advices** widget displays a grid of Issued Checks and Advices, including sections that display the **Disposition Information** and **Pay Summary Information** for the check highlighted in the Checks/Advices grid.



3. Select the **Download icon** associated with the check you are viewing to download a PDF version.



Issued Checks/Advices

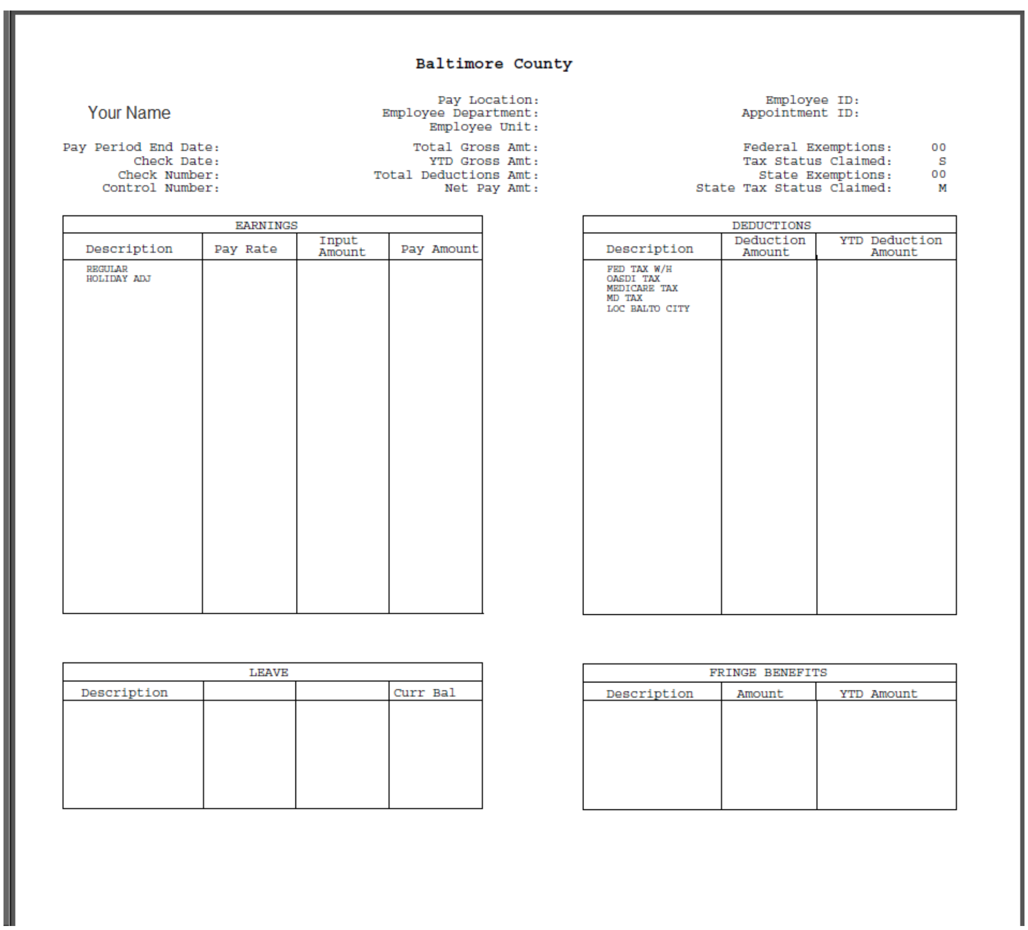
CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year: 2014 Submit

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	08/08/2014	Regular				Cleared Payment	08/04/2014	
	07/25/2014	Regular				Cleared Payment	07/21/2014	
	07/11/2014	Regular				Outstanding Payment	07/07/2014	

4. You will receive a Windows prompt to Open, Save, or Cancel. Select **Open** to view and print your Check/Advice

5. An Adobe Reader window opens to display the Check/Advice you are viewing.



Baltimore County

Your Name

Pay Location:
Employee Department:
Employee Unit:

Employee ID:
Appointment ID:

Pay Period End Date:
Check Date:
Check Number:
Control Number:

Total Gross Amt:
YTD Gross Amt:
Total Deductions Amt:
Net Pay Amt:

Federal Exemptions: 00
Tax Status Claimed: S
State Exemptions: 00
State Tax Status Claimed: M

EARNINGS

Description	Pay Rate	Input Amount	Pay Amount
REGULAR			
HOLIDAY ADJ			

DEDUCTIONS

Description	Deduction Amount	YTD Deduction Amount
FED TAX W/H		
OASDI TAX		
MEDICARE TAX		
MD TAX		
LOC BALTO CITY		

LEAVE

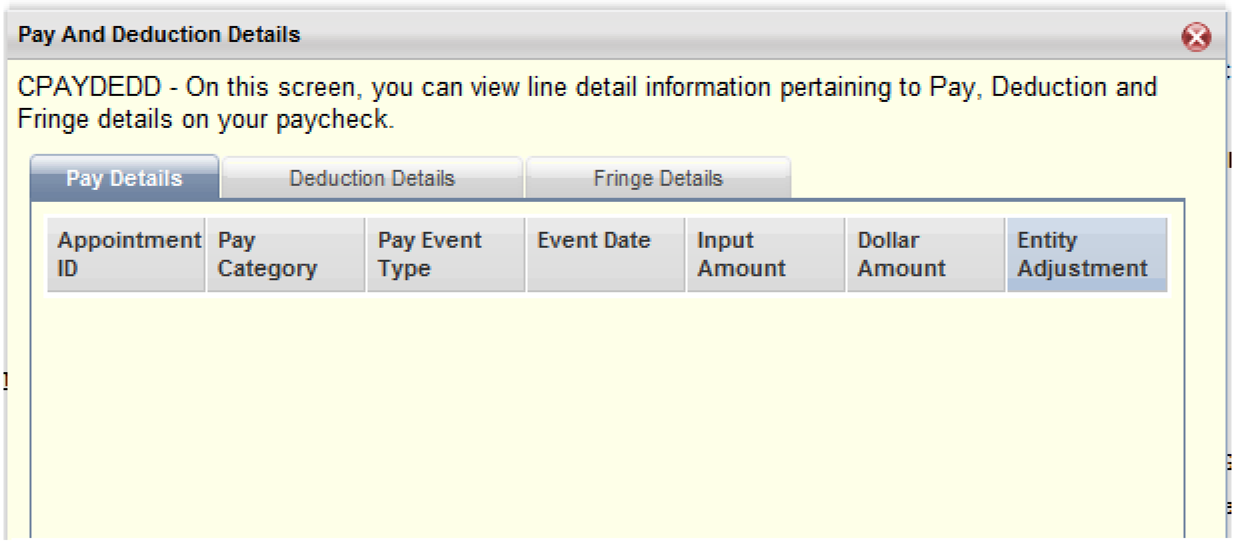
Description			Curr Bal

FRINGE BENEFITS

Description	Amount	YTD Amount

6. Remember to close the Adobe Reader window when done viewing the Check/Advice for your identity protection.

7. In the bottom right of the Issued Checks/Advices window there is a link for **View Pay and Deduction Details.**



8. Use the three tabs to view Pay, Deduction and Fringe Details.

Pay and Deduction Summary

Quick Steps

1. Click the link in the Year column of the grid to display your total Annual and Quarterly amounts for both the Pay and Deduction Summaries for each listing.
2. Use the Search button if you need to further refine your search.

Step-by-Step

1. In the Pay and Deduction Summary widget click the link in the Year column of the grid to display your total Annual and Quarterly amounts for both the Pay and Deduction Summaries for each listing.

Pay and Deduction Summary

View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

Search

Pay Summary | Deduction Summary

Year	Tax Entity ID	Deduction Category	Annual Amount	Q1	Q2	Q3	Q4	Category Cap	Annual Cap Amount
2014	BCM	NET PAY		0.00	0.00				0
2014	BCM	BASIC LIFE -BCM		0.00	0.00				0
2014	BCM	IMPUTED LIFE		0.00	0.00				0
2014	BCM	BASIC LIFE -EMP		0.00	0.00				0
2014	BCM	FED TAX W/H		0.00	0.00				0
2014	BCM	LOC BALTO CITY		0.00	0.00				0

2. The Totals will appear below the Summary grid.

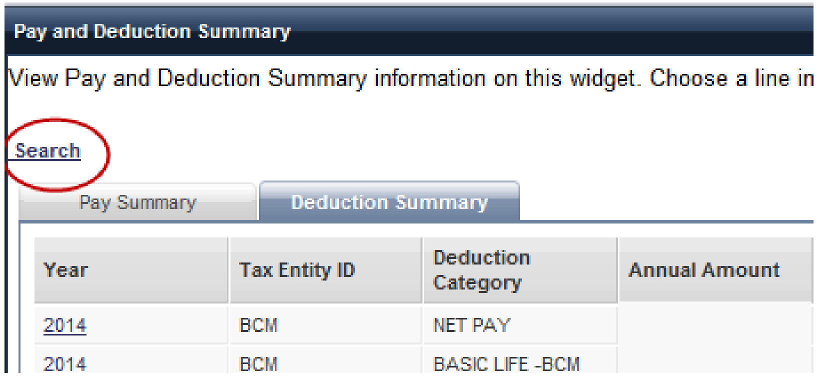
Search

Pay Summary | Deduction Summary

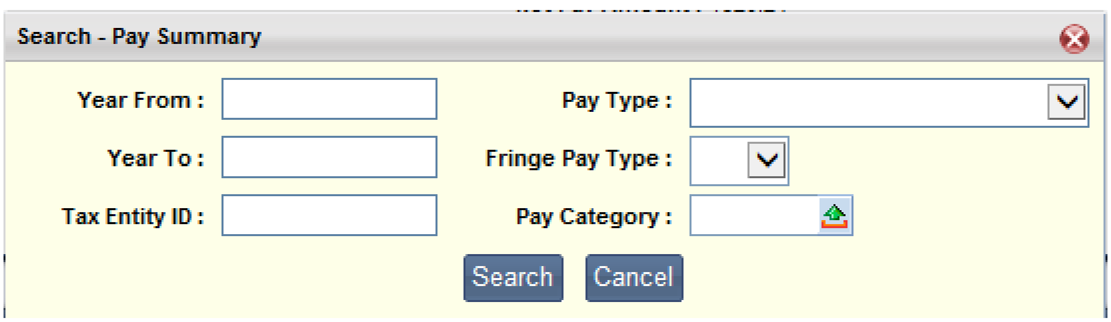
Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2014	BCM	Pay Type	No	HOLIDAY ADJ	162.66	0.00	0.00	162.66	0.00
2014	BCM	Pay Type	Yes	FRINGE MEDCR TX	65.06	0.00	0.00	65.06	0.00
2014	BCM	Pay Type	Yes	FRINGE OASDR TX	278.18	0.00	0.00	278.18	0.00
2014	BCM	Pay Type	No	OVERTIME 1	67.78	0.00	0.00	67.78	0.00
2014	BCM	Pay Type	Yes	BASIC LIFE FRNG	50.40	0.00	0.00	33.60	16.80
2014	BCM	Pay Type	No	REGULAR	4,256.27	0.00	0.00	4,256.27	0.00

Total Annual Amount: 4,880.35
Total First Quarter Amount: 0.00
Total Second Quarter Amount: 0.00
Total Thrid Quarter Amount: 4,863.55
Total Fourth Quarter Amount: 16.80

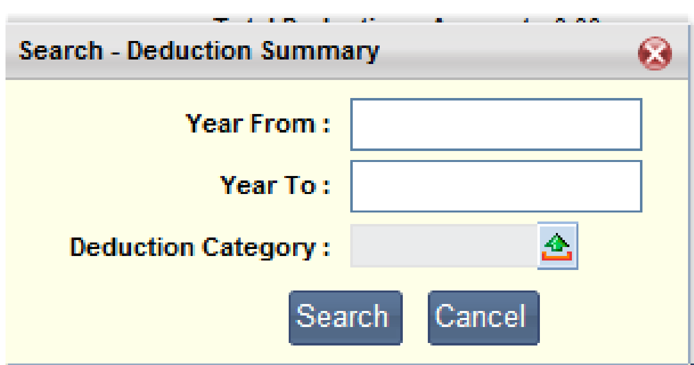
3. To perform a more refined search use the **Search** link on the right above the Summary grid.



4. The **Search – Pay Summary** feature allows you to narrow your search by using the the arrows in certain fields to select the appropriate search terms.



5. The **Search – Deduction Summary** feature allows you to search by year and then choose the appropriate category.



Tax Information

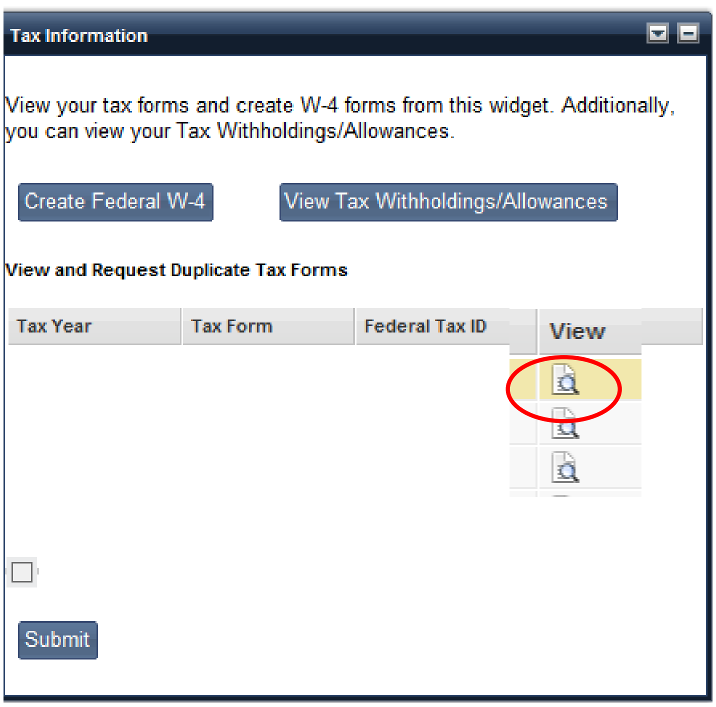
This widget allows you to view your tax forms and create W-4 forms. You can also request duplicate tax forms here.

Quick Steps

1. Click the View icon in the grid to review your tax form from a specific year.
2. Click the **Create Federal W-4** button and fill out the fields in the Withholding Tax Information portion of the Federal W-4 form. Click Submit when finished
3. Click the **View Tax Withholdings/Allowances** button to review your current General, Federal Tax and State Tax information.

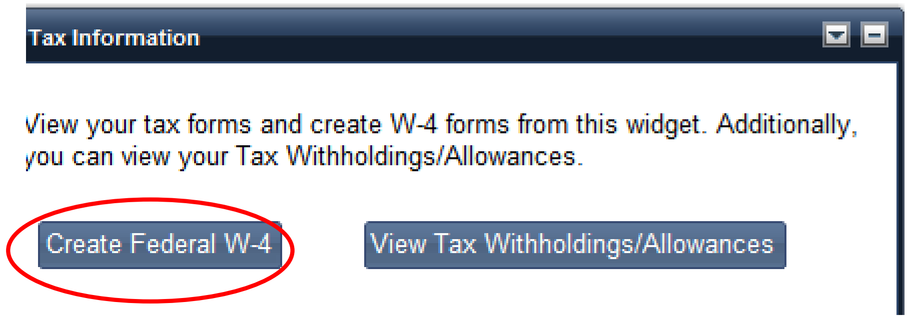
Step-by-Step

1. The Tax Information widget displays your tax information, including the Tax Year, Tax Forms, and the County Federal Tax ID. Select the View icon on the line of the Tax Year to download a PDF version.

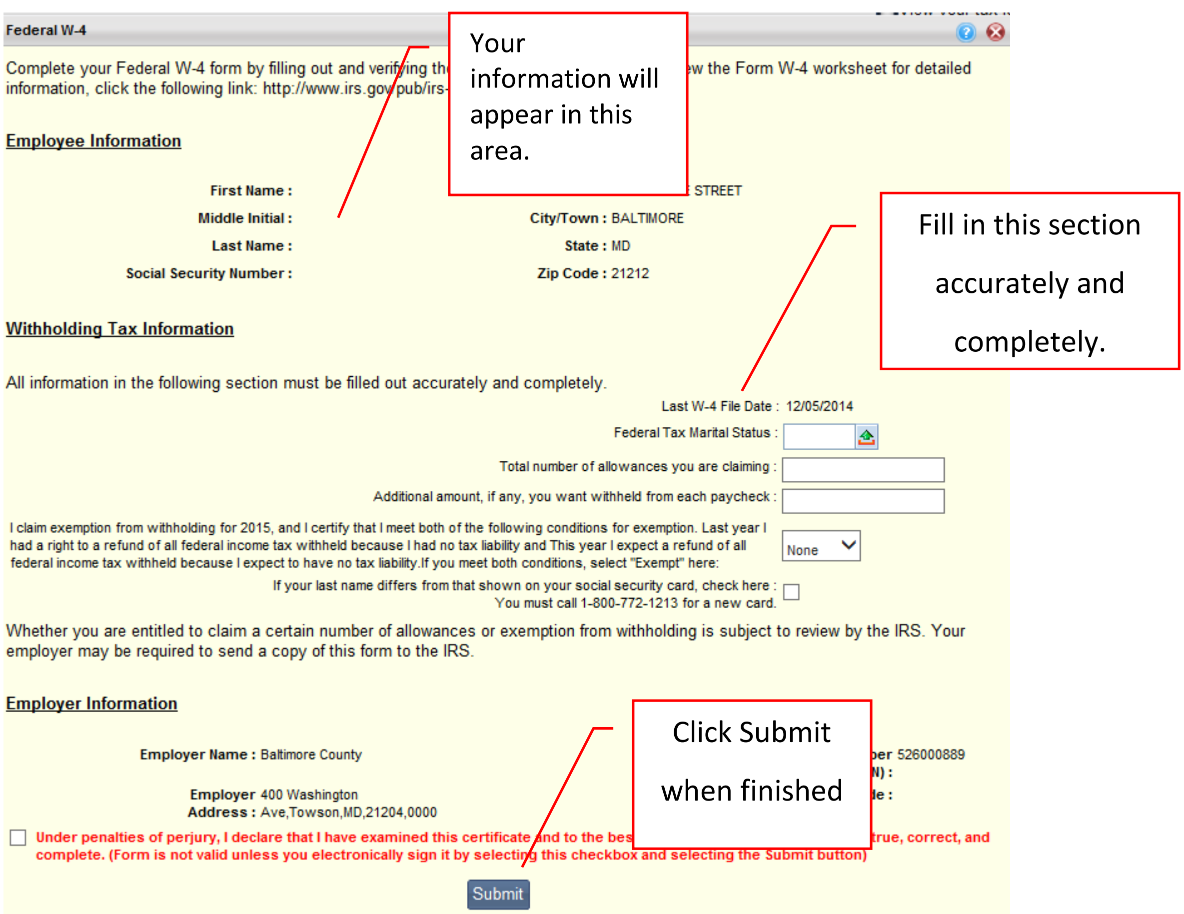


2. Click the View icon in the grid to review your tax form as a PDF from a specific year.

3. To change your tax information for your W-4 form, click the **Create Federal W-4** button.

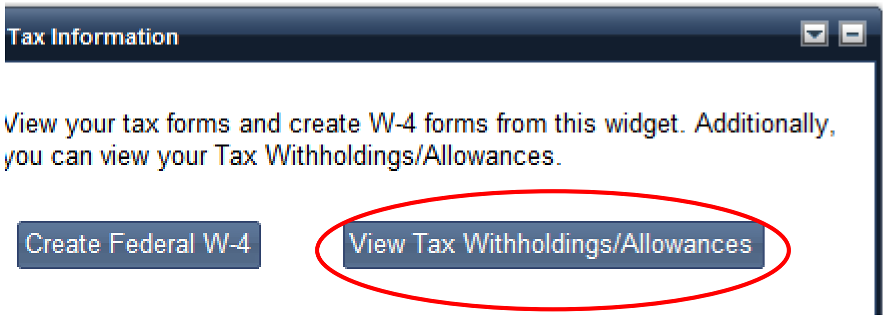


4. Fill out the fields in the Withholding Tax Information portion of the Federal W-4 form.

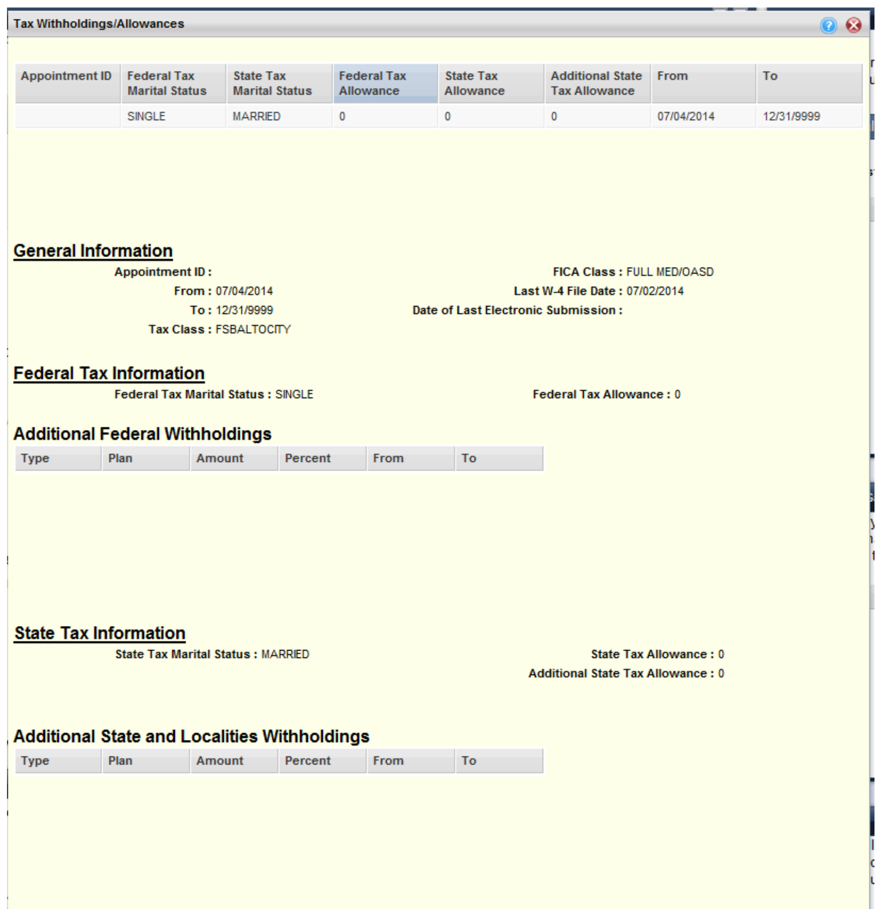


5. Click **Submit** when finished.

6. Click the **View Tax Withholdings/Allowances** button to review your current General, Federal Tax and State Tax information.

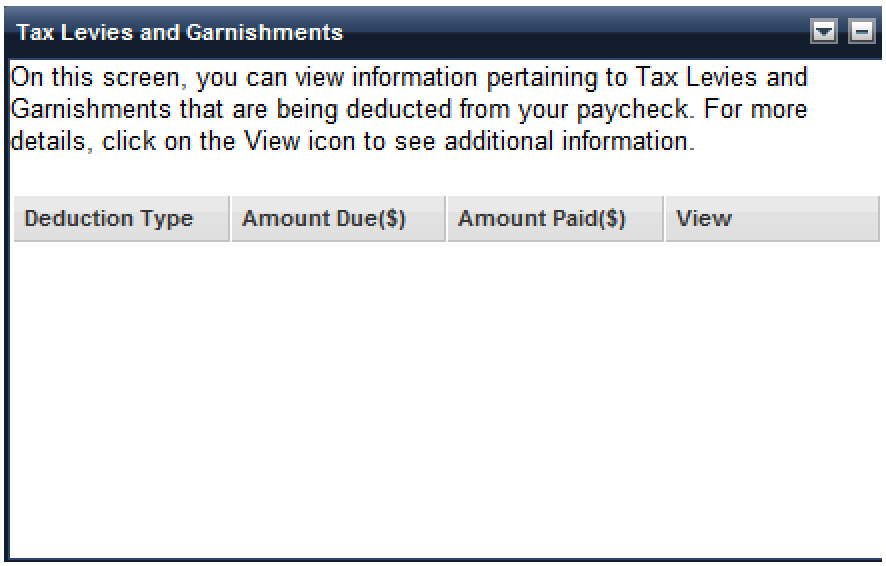


Both your Federal and State Tax Information will be available for you to view.



Tax Levies and Garnishments

On this widget, you can view information about Tax Levies and Garnishments that are being deducted from your paycheck. For more details, click on the icon in the View column to see additional information



Direct Deposit

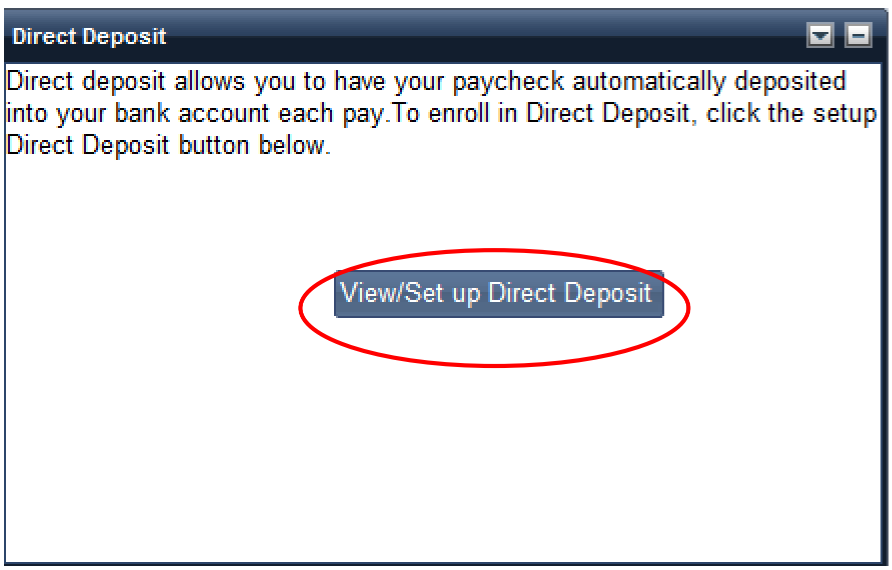
Direct deposit allows you to have your paycheck automatically deposited into your bank account each pay. This widget allows you to view and enroll in Direct Deposit.

Quick Steps

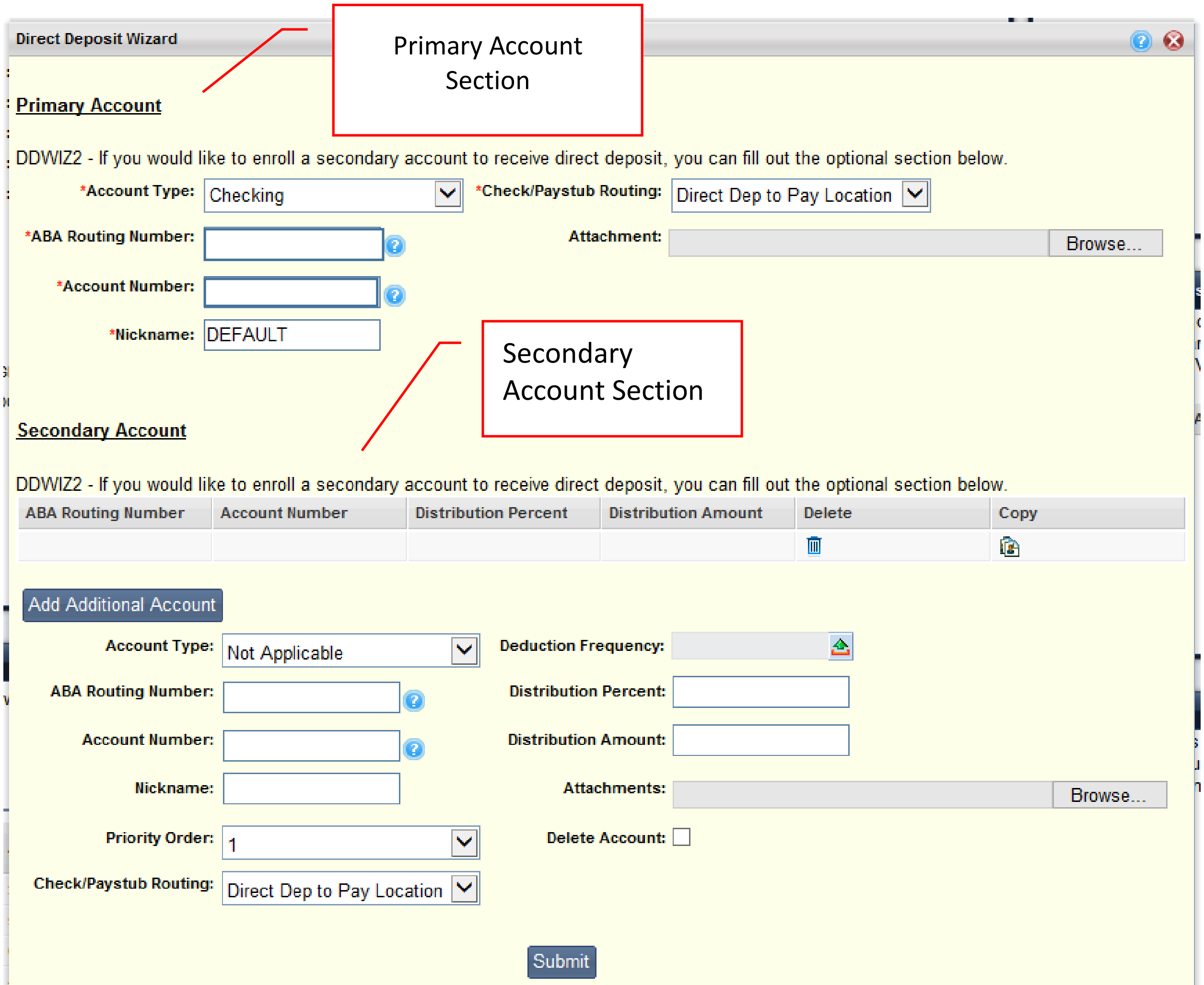
1. Click the **View/Set up Direct Deposit** button.
2. In the **Direct Deposit Wizard** fill in the fields marked with an asterisk to enroll in a Primary or Secondary Account.
3. Click the **Submit** button when the form is complete.

Step-by-Step

1. Click the **View/Set up Direct Deposit** button.



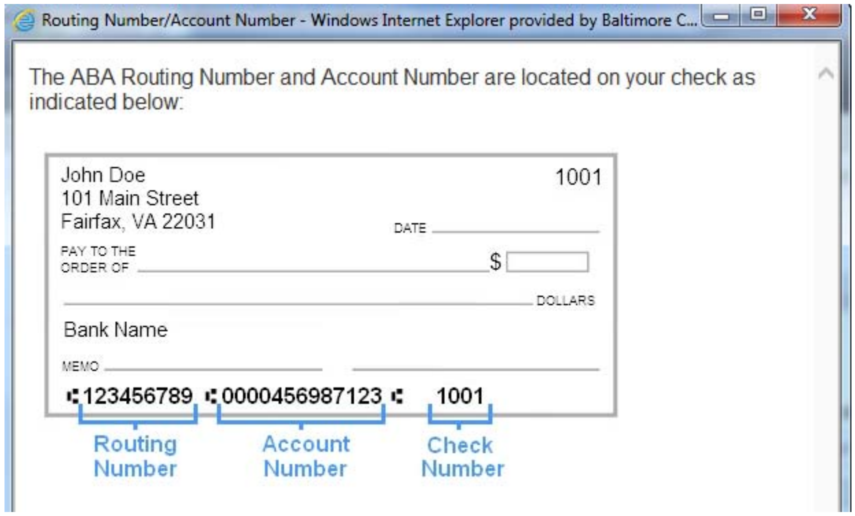
2. The **Direct Deposit Wizard** appears.



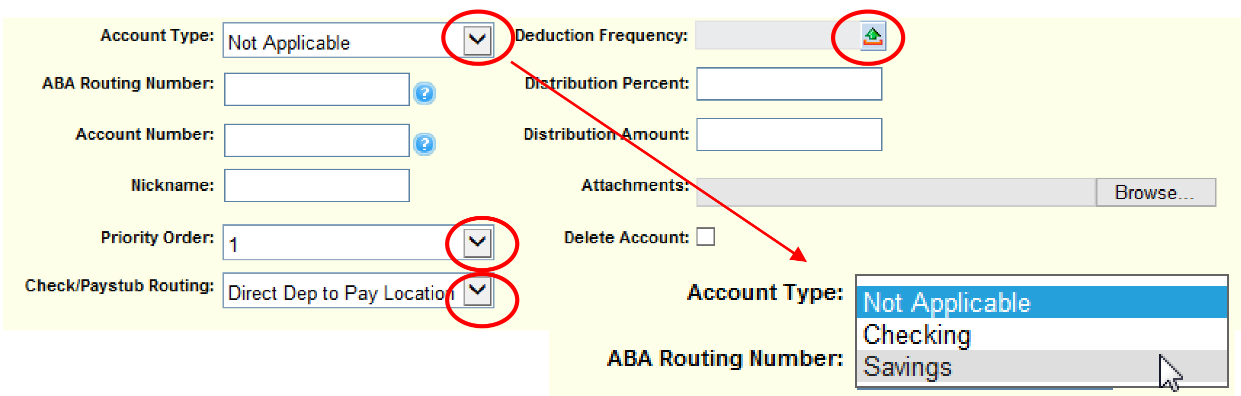
3. If you have an established Direct Deposit Account, it will appear in the Primary Account section of the wizard. If you are enrolling in a new Direct Deposit Account, fill in each of the fields marked with an asterisk. If you are adding a secondary account, fill in the section marked **Add Additional Account.**

4. Use the Help feature indicated by the blue question mark icon  for explanations of the indicated fields. You will find the help icon in both the Primary and Secondary Account sections.

The example below is the ABA Routing Number help screen:



5. In fields where an arrow appears, use that to choose an answer for that field. Below is an example of the Account Type menu



6. Click the **Submit** button when the form is complete.